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ABSTRACT

This script of a slide-tape presentation, which describes the selection and processing of materials for a university library, includes commentary with indicators for specific slide placement. Distinction is made between books and serial publications and the materials are followed from the ordering decision through processing. The role of the librarian in the selection process, the automated acquisitions system, and cataloging (original or from OCLC) are highlighted. (CWM)

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Library Materials:

Selection and processing

April, 1979

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(1) (2) Every day more books, magazines, maps, (3) and microforms arrive in the Library's mail room. (4) Much preliminary work has already been done by people and machines before new materials reach the Library. In this part of the program, (5) we would like to show you how and why the Library acquires this material and what efforts must be made before it reaches the shelves where it can then be used by students and faculty members. Broadly speaking, the materials the Library buys fall into two (6) categories: those items which are purchased on an individual basis, like books, and materials (7) which are ordered once and then continue to arrive automatically. This last group includes magazines, newspapers, and many other publications for which special subscription arrangements have been made. If the (8) item is published continuously, such as daily, weekly, or even yearly, and is liable to appear indefinitely, it is called a serial publication. (9) Time magazines and the Valley News are both serials. They come to the Library weekly and daily, respectively. (10) Who's Who in America, which is not a magazine or a newspaper, is also a serial because it is published predictably every two years and will most likely continue to be published in the future. (11) Both regular book purchases and serial items are sorted here in the

(1) Title slide

(2) Baker Library View

(3) U.S. mail truck (drawn or photograph

(4) Mail room, opening of boxes and bags, including books, magazines, and microforms

(5) New books on shelves, fully cataloged with student perusing stacks

(6) Photograph of easily recognizable novels, e.g. J.K. Galbraith

(7) Shot of obvious journals or newspapers: Newsweek and New York Times

(8) Graphic illustrating and defining a serial

(9) Shot of Time and Valley News

(10) Who's Who in America, showing dates clearly

(11) Various serials and books in mail room

mail room and, while they eventually reach the public and are often shelved near each other, they follow different and well-planned paths to their appropriate destination. (12) Let's follow a regular book from the beginning of the process to its final shelving in Baker Library or one of the branch libraries, and then note how the process is different for serial publications. (13)

(12) Cartoon illustrating path of book through system

(13) Selection Officer studying advertisement

The process starts with a person making the decision to acquire the book. The responsibility for initiating these new orders lies basically with the selection officers and the branch librarians, although other librarians such as those in Reference or Special Collections also request new items for their collections. (14) The job of selecting books centers around knowledge of the needs of faculty and students of the College for both the present and the future. To know (15) what these needs are and also what is currently being published requires constant study. The librarians stay abreast of their fields by reading book lists, journals, catalogs, and advertisements that might provide information about the books the Library may need, and by frequent consultation with the faculty. By being (16) aware of the strengths and weaknesses of the existing collection, a librarian can evaluate new information and make appropriate decisions about what new

(14) Teacher and classroom

(15) Librarian reading journals, catalogs, etc.

(16) Librarian consulting card catalog

materials the Library should acquire.

(17) When the decision has been made to buy a book for the collection, an order is submitted to the Order and Receipt Department. The order (18) may come in many forms. The most usual form is a completed order slip, with the information on it drawn from an advertisement or book review. Sometimes the advertisement or review is itself marked to indicate a particular book is wanted and is to be charged to a given account.(19) The next step is to check and supplement the information supplied by the librarian, a process called pre-order searching. It is only when the author, title, publisher, and other bibliographic data is positively known that the order is complete and ready to be processed. (20) One of the first operations done in Order and Receipt is to determine whether or not the Library already owns the book requested, which in a library as large as Dartmouth's, is often the case. For most non-serial library materials it is possible to determine this by consulting two of the Library's searching tools. (21) The public card catalog is used to locate data about the Library's holdings and all printed books owned by the Library are represented here. However, materials which are already on order or those in the process of being cataloged or shelved are not found in the card catalog. (22) For this

(17) Librarian entering Order and Receipt Department

(18) Completed order slip next to an advertisement for the same book

(19) Selector hand slip to searcher

(20) Graphic: Is the book in the Library?

(21) Card catalog

(22) In-process list in microfiche on screen

information the searcher must consult the in-process list which is available on microfiche and is produced by the Automation Department. (23) If the book is not listed in either the card catalog or the in-process list, it can be assumed, except in rare cases, that the item is not owned by the Library. Assuming it is available for purchase by a publisher or a book dealer, the Library may then make efforts to secure it for the collection.

(23) Graphic showing card catalog and in-process list

As book orders and physical volumes themselves go through Technical Processing (24) precise data must be kept on the status of each item. This can be an immense task, since the Library may have on order or be processing over ten thousand books, all materials for which purchase orders have been made but which have not yet reached the library shelves. (25) To keep a record of these items, to save paper work, and to have the ability to update or change records quickly and easily, a computer, (26) which is located in the Kiewit Computation Center across the street from Baker Library (27) is used. The acquisitions system is, therefore,an automated system, and matters relating to computers or to (28) computer programs are handled by the Library's own Automation Department, which is located within Baker Library. (29)

(24) Overview of Order/Receipt showing loaded book trucks

(25) Cartoon showing the capabilities of computers

(26) Shots of exterior of Kiewit

(27) Shots of terminals, hardware in Kiewit

(28) Automation Department in Baker

(29) In-process list large enough to show entries

One of the products of automation is the in-process list, previously mentioned. It lists the status of each book on its journey from publisher or bookseller to the stacks or other library location. (30) The first step in using the automated system is to enter the known information about the book into the computer via the terminals in the Catalog Maintenance Department. The machines used resemble large typewriters. The staff enters the information according to precise instructions. (31) The next morning printed lists are delivered to the Order and Receipt Department where the necessary corrections are made. (32) When that step is completed, a travelling slip is printed. This slip is important since it is the form that is sent to the publisher or book dealer (33) and will follow the volume when it arrives in the Library. (34) When all the steps outlined are completed, the Library's binding department will mail the orders. (35) The use of computers makes it possible to keep track of the thousands of books on order from publishers and book dealers. A good part of the clerical work is done automatically by these machines. For example if the book (36) does not arrive when expected, and the time of arrival will depend on many factors, the automated system will generate a letter called (37) a claim letter, which is then sent to the publisher or book dealer. The system will also

(30) Operator inputting new orders

(31) Order and Receipt personnel scanning order data and making corrections

(32) Machine producing travelling slips

(33) Enlargement of filled out travelling slip

(34) Bindery Room with orders being mailed

(35) Computers in Kiewit

(36) Machines generating claim or cancellation letters

(37) Enlargement of claim and cancellation letters

produce a cancellation note if necessary if the book is not supplied within a specified time.

(38) When the book is received, and it could take as little as two weeks for books to arrive, it is sent from the mail room to be cataloged.

(38) Bindery personnel opening packages of books

(39) Cataloging involves registering the volume as one now owned by the Library and making information available to the public so that it

(39) Title slide - cataloging

(40) can be found quickly and easily when it is finally shelved in the stacks or in the branch libraries. (41) A catalog card correctly filed in our public card catalog is the final product of our cataloging system. However, many hands have been involved in the process before a card is finally filed and a book is finally shelved.

(40) Public catalog

(41) Set of sample catalog cards

Automation (42) is also very much part of our cataloging system. The Dartmouth College Library, along with several hundred other libraries in the United States, participates in a shared cataloging system called OCLC, whose headquarters, computers, and staff are located in Columbus, Ohio. Basically, shared cataloging means that a library can obtain cataloging information provided by other libraries for a book it has purchased.

(42) OCLC and what it does (cartoon or drawing)

(43) Dartmouth College also contributes to the system by placing new catalog records into the file for other libraries to use as

(43) OCLC terminal with operator

well. Over (44) eighty percent of the books this Library purchases are already in the OCLC system, books for which catalog cards will be received within a few days.

(44) Cards set received from OCLC

Books that cannot be found (45) through OCLC take longer to process. Such materials are sent to the Original Cataloging Department where they are sorted into groups for more efficient handling. (46) Many items are placed in a backlog and searched periodically through OCLC again to see if cataloging information can be obtained. Catalog cards for other materials (47) are obtained in many cases by looking in various reference books. If all else fails, (48) the item is cataloged by our own staff according to established guidelines.

(45) Original Cataloging Department

(46) Backlog stacks

(47) Photo of National Union Catalog with catalog user perusing it with volume in hand

(48) Cataloger using AACR, filling in cataloging work form at desk with book to be cataloged in hand

Soon after cataloging information is obtained, whether from OCLC or by the staff of the Original Cataloging Department, (49) the book is ready for final preparation: the placing of charge cards, spine labels, and bookplates on the volume itself. This is done in the Bindery (50) Department, after which the volume is sent to the stacks or the appropriate branch library. (51) The staff of the Original Cataloging Department files the catalog cards and the process is complete.

(49) Shot of charge cards, spine labels and bookplates next to book

(50) Books being shelved

(51) Staff filing catalog cards

This explanation has centered (52) on the progress of a regular book from the decision to order it through its final shelving and availability to the public. Serials, or continuing items like

(52) Title slide for serials

magazines, newspapers, and annuals, (53) are also ordered by Selection Officers and are cataloged either through the OCLC system or by the Original Cataloging Department just as books are. However, since serials will come to the Library in a regular and often predictable way, subsequent issues are handled (54) somewhat differently. These issues are routed from the mail room to the Serials Records Section, whose responsibility it is to maintain records for each item. (55) Most of the information is contained in the visible index file found in the Serials Records Section. As each issue arrives, (56) it is recorded in the file and sent to its proper location. As with regular books, all new serials are included in the in-process list. In addition, the Library, through its Automation Department, (57) produces the Dartmouth College Catalog of Serials, a microfiche list which includes all serials currently owned by all units of the College Library. (58) This catalog is available for the public and is located in all branch libraries and on either side of Baker Library's card catalog. It lists (59) much of the same information as the card catalog gives for books, that is, the name of the journal, the holdings, the call numbers, information about name changes, and other data which will help the user to find the journal.

(53) Valley News, Who's Who in America and Time

(54) Photograph of Serials Department

(55) Visible index for serials check-in with filled out form for Newsweek or other well-known serial

(56) Clerk checking in serial

(57) Clerk using serials fiche list with picture on screen

(58) Public serials fiche list near card catalog

(59) Close-up of fiche entry

(60) As you can see, the selecting, ordering (61) and cataloging of books and serials is a complex, but (62) well outlined, process. While there are many (63) steps involved, each is designed to speed the new order (64) along its way, so that students and faculty can make use of these acquisitions as soon as possible.

(60) Four shots in succession
(61) showing selecting, ordering
(62) and cataloging of books
(63) Card catalog
(64) Student choosing books from shelf